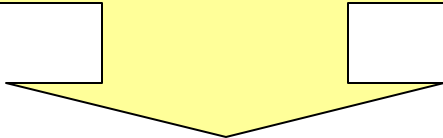


COMMISSION POLICY AND GUIDELINES
(PLAIN ENGLISH VERSION)

INITIAL ELIGIBILITY

PROVIDER

Sends application to the LWIB

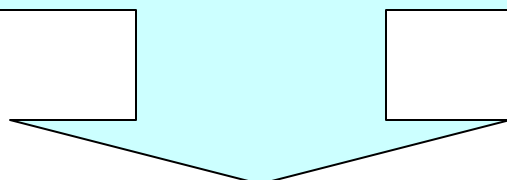


LWIB

- 1. Certifies provider/program(s)**
 - 2. Sends certified application to THEC**
 - 3. Notifies provider of certified status of program(s)**
- 

OR

LWIB

- 1. Denies provider/program(s)**
 - 2. Sends provider notification of denial with explanation included within 30 days**
- 

DENIED PROVIDER

**May appeal denial decision with THEC
within 30 days**

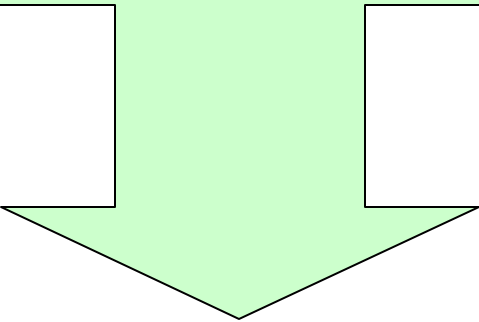
SUBSEQUENT ELIGIBILITY

PROVIDER

Submits performance data to THEC quarterly



THEC (Once a Year)

- 1. Conducts analysis on the previous 4 quarters performance data**
 - 2. Notifies providers & LWIBs of the status for each provider through a performance analysis report**
 - 3. Removes appropriate provider/programs from the list**
- 

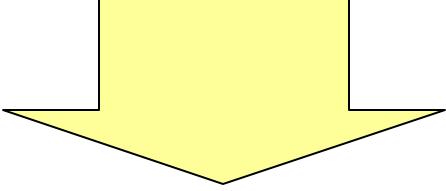
REMOVED PROVIDER

May appeal decision of removal from the Eligible Provider List with THEC within 30 days from receipt of notification

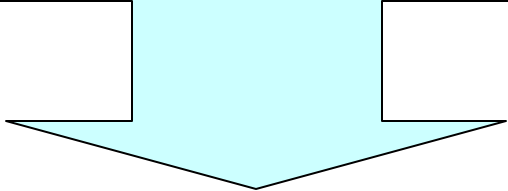
NEW PROGRAMS

PROVIDER

Submits application(s) to LWIB

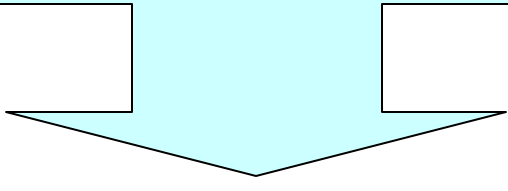


LWIB

- 1. Certifies program(s)**
 - 2. Sends certified program application(s) to THEC**
 - 3. Notifies provider of additional program certification**
- 

OR

LWIB

- 1. Denies new program(s) certification**
 - 2. Sends provider notification of denial with explanation included within 30 days**
- 

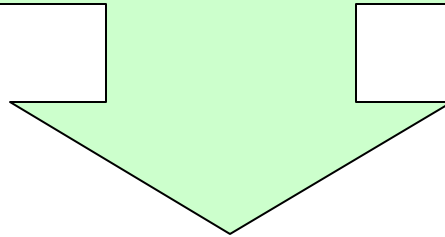
DENIED PROVIDER

**May appeal denial decision with THEC
within 30 days**

RENEWAL REPORTS

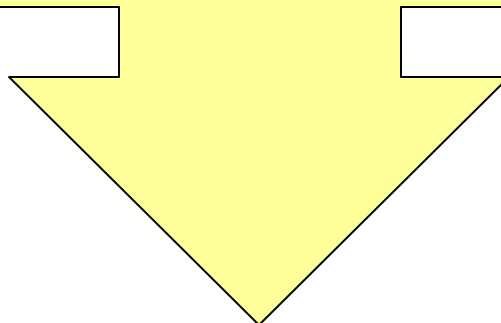
THEC

- 1. Receives certification application from the LWIB**
- 2. Sends to provider a starter kit including reporting changes forms (i.e. change in tuition, change of address, etc.) for the purpose of updating the list and other information**



PROVIDER

- SENDS TO THEC ANY RENEWAL REPORTS INFORMATION WITHIN 30 DAYS OF A SPECIFIED CHANGE**
- CHANGE OF NAME**
 - CHANGE OF ADDRESS**
 - CHANGE OF TUITION**
 - CHANGE OF PROGRAM STRUCTURE**
 - CHANGE IN SCHOOL PERSONELL (WHEN APPLICABLE)**
 - DELETION OF PROGRAM FROM LIST**



THEC

Updates the Eligible Provider List

PROCEDURES FOR INSTITUTIONAL CLOSURE

Written notification should be given to the Commission within 10 days of the decision to close an institution.

Please include in the notification:

- Anticipated date to terminate teaching activity
- Ending date of present term
- List of all WIA students in all WIA certified program that includes name, address, phone number, program enrolled in, and anticipated graduate date.
- Report how WIA student records (transcripts) will be maintained after closing
- Demonstration that current educational obligations by the institution will be met on behalf of the presently enrolled students.

SITE VISIT INFORMATION

Site visit policy – all providers are subject to site visit at least once every two years. Our target is to randomly visit at least 50% of the eligible providers each year. Emergency site visits can be scheduled by: the local workforce investment board, the provider for technical assistance, or to investigate student complaints.

A site visit will require that a provider have available or accessible for review, the following materials:

- Student records of all WIA students
- Student placement tracking information
- Admissions documents
- A copy of the school's latest financial documents (fiscal audit or financial aid program review)
- Renewal reports (where applicable)
- Tour of the facilities/equipment